



# Project Accountant

## Overview

The Project Accountant is responsible for managing the financial aspects of projects from setup through completion. This role ensures accurate project budgeting, cost control, revenue recognition, WIP management, and profitability reporting while partnering closely with the Project Management team. The position requires strong hands-on experience in **Microsoft Dynamics 365 Business Central**, attention to detail, and a high level of comfort working with technology and financial systems.

## Responsibilities

### *Project Setup & Management*

- Create and maintain **projects in Microsoft Business Central**, including project structure and financial setup
- Support **item creation** in Business Central to ensure proper financial, inventory, and project tracking
- Maintain accurate project records throughout the project lifecycle

### *Project Budgeting & Cost Control*

- Develop and manage **project budgets in Business Central**
- Perform regular **project cost reviews** in collaboration with the Project Management team
- Monitor actual costs versus budget and investigate variances
- Support forecasting and cost-to-complete analysis

### *Revenue Recognition & WIP*

- Perform **revenue recognition** in accordance with accounting standards and company policy
- Manage **Work-in-Progress (WIP)**, including monthly calculations, reconciliations, and reporting
- Ensure alignment between project progress, costs incurred, and recognized revenue

### *Reporting & Profitability*

- Prepare **project profitability reports**, including margin analysis and variance explanations
- Provide clear financial insights to Finance leadership and operational stakeholders
- Support month-end close activities related to projects, WIP, and revenue

### *Billing, Invoicing & Credits*

- Prepare and process **customer invoices and credit memos**
- Review and process **vendor invoices and vendor credits**, ensuring proper coding and project allocation
- Coordinate with Accounts Receivable and Accounts Payable to support accurate and timely processing

### *Inventory & Commissions*

- Manage **project-related inventory activity**, including inventory movements outside of standard PO/SO workflows
- Support inventory reconciliation and project costing accuracy
- Calculate and support **sales representative commission** reporting and accruals Systems & Technology



- Hands-on experience with **Microsoft Dynamics 365 Business Central** (required)
- Strong Excel skills and comfort working with financial systems and reports
- **Technology-savvy**, with the ability to learn new systems and improve processes
- Demonstrate the behaviors that support FLō's Success Profiles to activate strategic priorities, client touchpoints, and culture with disciplined execution and accountability

## Qualifications

- Bachelor's degree in **Accounting**
- **CPA Student or CPA designation**
- Experience in project accounting or a project-based financial environment
- Experience with Power BI and JET Reports
- Strong understanding of project budgeting, WIP, revenue recognition, and profitability analysis

## Core Competencies

- Strong analytical and problem-solving skills
- High attention to detail and accuracy
- Ability to collaborate effectively with Project Managers and cross-functional teams
- Strong organizational and time-management skills
- Clear and professional communication

## Conditions of Employment

- Permanent full-time employment
- Ability to work from home with a home-based office
- Valid passport: able to travel across North America

If you are interested in this exciting opportunity, please forward your resume in confidence to [careers@systemsflo.com](mailto:careers@systemsflo.com)

*While we appreciate the interest of all applicants, only candidates selected for an interview are contacted. No agencies, please.*